

CSU Reduced Sign on Registration

This guide explains how the log-in process works using Reduced Sign-on (RSO) to access the Defense Civilian Personnel Data System (DCPDS) Customer Support Unit (CSU) application as a registered Human Resources (HR) user.

If first-time RSO HR user registration is necessary, please refer to the complete DCPDS Portal User Guide documentation and follow steps as defined for that process. The guide can be found at; https://cpol.army.mil/library/news/docs/dcpds_pug.pdf.

If you cannot access the application due to errors, please use the Help Desk button on the CPOL Portal page.

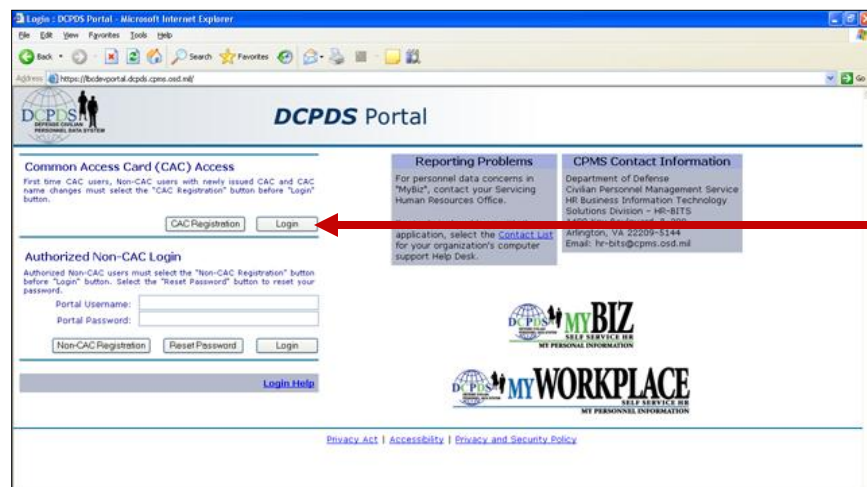
1. Begin at the CPOL Portal page: <https://cpol.army.mil>

Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

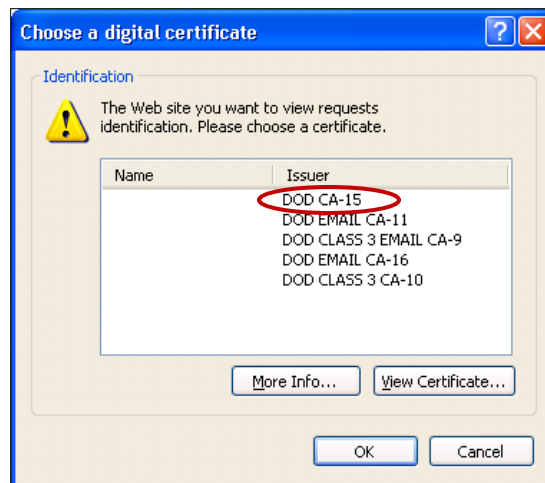


2. Click on the DCPDS Portal link that reads: Click here for DCPDS/MyBiz/My Workplace/CSU.

3. Click **OK** on the DOD Notice and Consent Banner.
4. Select the **Login** button in the Common Access Card (CAC) Access region



5. Choose a Digital Certificate. Note: Always select the non-email certificate. Select the **OK** button.



6. Enter your PIN and select the **OK** button.

7. You will see two tabs, My Application database and Add Additional Application/Databases. Select **Add Additional Application/Databases** tab.

DCPDS Portal

My Application/Database **Add Additional Application/Databases**

Accessing Your Database

Region Association

To access an HR/MyBiz/MyWorkplace database, select the appropriate link below

[Army region](#)

To protect your personal information, 'log out' of your DCPDS Portal session by selecting the 'Portal Logout' button.

Logout

8. In the bottom panel of the screen, enter your **CSU Username & Password** in the *CSU Regions Association* section to validate your CSU account and select **Submit**.

DCPDS Portal

My Application/Database **Add Additional Application/Databases**

Validating Your HR/MyBiz/MyWorkplace Database Information

Regions Association

To validate an HR/MyBiz/MyWorkplace account exists for you, enter the required information below and select the "Submit" button.

****You must complete and submit this information to finalize the Registration process.****

* * Important * * Usernames and SSN/IN Employee ID Numbers are masked as an additional security measure for your personal protection.

Use your HR/MyBiz/MyWorkplace log in screen "User Name". Use hyphens in the Username Field if applicable.

HR/MyBiz/MyWorkplace Username:

Confirm HR/MyBiz/MyWorkplace Username:

Submit Return to Main Portal Page

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes: To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them. To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate. To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

CSU Regions Association

To validate a CSU account exists for you, enter the required information below and select the "Submit" button.

****You must complete and submit this information to finalize the Registration process.****

Use your CSU log in screen "User Name".

CSU Username:

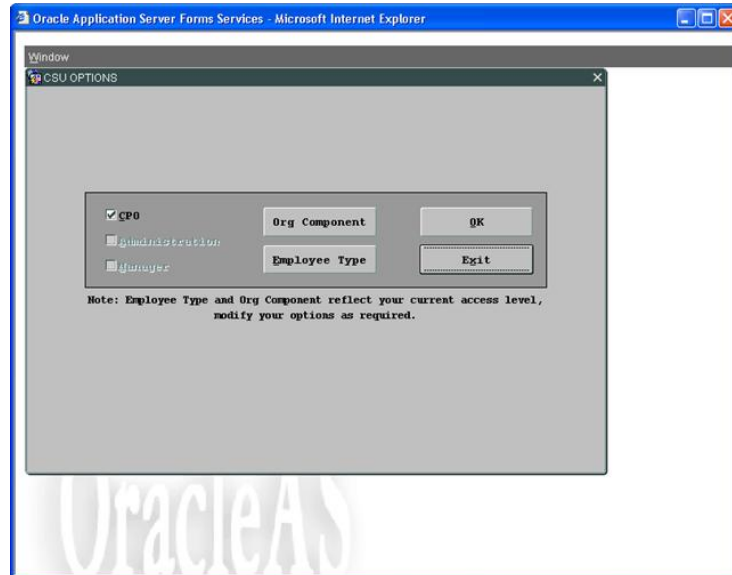
CSU Password:

Submit Return to Main Portal Page

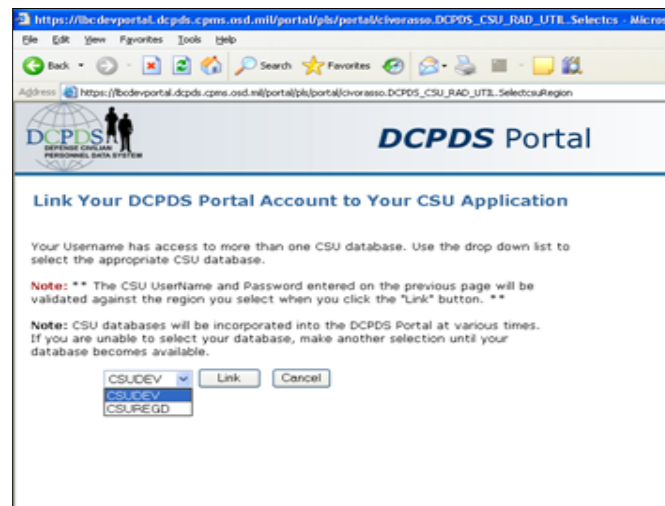
To protect your personal information, 'log out' of your DCPDS Portal session by selecting the 'Logout' button.

Logout

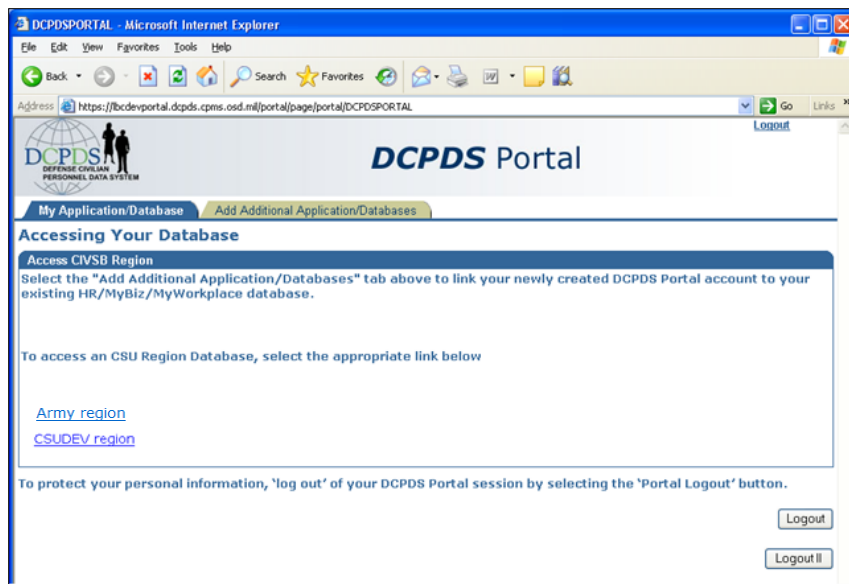
9. If the CSU user has an account in only one region, the account validation is performed against the default region. When no errors are encountered, the CSU user is directed to the first screen of the CSU application, the CSU Options screen.



10. If the CSU user account exists in multiple regions, Link Your DCPDS Portal Account to your CSU Application screen display. The drop down lists the regions the CSU user has accounts in. Select a CSU database from the drop-down menu.



Click on Link button to access the CSU application's *CSU Options* screen. Repeat Step 9 and 10 for all CSU regions available for the user to register under RSO.



Note: The *Accessing Your Database* screen now shows the link(s) to the CSU database.